

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
WASHINGTON 25, D. C.

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BULLETIN NO. 55-6

June 23, 1955

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Audit of leave administration

In a report of March 1955, the Comptroller General has presented a review of the leave practices in 19 post offices during the period July 1 through December 31, 1954, which was printed as House Report No. 434. The report summarizes certain abuses in the administration of leave, principally sick leave, leave without pay, and administrative leave, and makes recommendations for stopping these abuses.

At the request of the Chairman of the House Committee on Post Office and Civil Service, this report is called to the attention of the heads of all executive agencies so that each may make a comprehensive self-audit of leave administration in his agency covering the period July 1 through December 31, 1954. Although the exact nature and coverage of the audit are left to the determination of each agency head, the purpose of the audit is to assure that agency leave policies and regulations are adequate and are being properly administered.

It is further requested that each executive department and both the Veterans' Administration and the General Services Administration forward to the Bureau of the Budget on or before November 30, 1955, three copies of a report on this self-audit, including the findings and the actions taken or proposed to be taken to improve agency leave policies and regulations by providing effective administrative practices and bringing to an end any abuses which may be found. Reports from the other agencies on the results of their audits are not requested at this time. A copy of each report received will be transmitted by the Bureau of the Budget to the Chairman of the House Committee on Post Office and Civil Service and the Chairman of the Civil Service Commission.

ROWLAND R. HUGHES  
Director